

ADMINISTRATIVE INTERNAL USE ONLY

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G



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11 March 1964

TO: All Agency Training Officers

CHANGES IN THE CLERICAL REFRESHER PROGRAM

Effective 23 March 1964, Shorthand Theory Review will be dropped from the Clerical Refresher Program. Henceforth, trainees must be able to take shorthand at a minimum of 60 words a minute for admittance into the Intermediate Shorthand Dictation class, and at 70 words a minute for admittance into the Advanced Shorthand Dictation class.

Skill in basic shorthand writing and knowledge of shorthand theory are presupposed; emphasis in the courses will be on the development of speed and accuracy. Both courses have been revised to incorporate additional training in transcription techniques.

Effective 23 March 1964, eight weeks, or a total of two runnings of a shorthand or a typewriting course, will be the maximum training time permitted in a twelve-month period.

For practice purposes, dictation tapes may be used in the OTR Language Laboratory, Room 1D-1605, at Headquarters (extension 7320); and dictation records are available for short-term loan from the Clerical Training Faculty (extension 2100).

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